



WORKING IN HUMAN RESOURCES



Scan to review worksheet

Expemo code:
14CQ-DS83-1UL



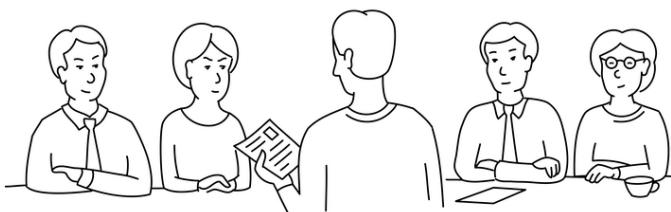
1

HR Tasks

Match the verbs on the left with the words on the right to form phrases.

- | | |
|--------------|-------------------------------------|
| 1. recruit | a. company working conditions |
| 2. improve | b. honest feedback |
| 3. verify | c. job candidates |
| 4. interview | d. new employees |
| 5. answer | e. questions about company policies |
| 6. appraise | f. references of job candidates |
| 7. give | g. training for company staff |
| 8. resolve | h. worker conflicts |
| 9. organize | i. workers' performance |

Can you think of any other tasks that a human resources specialist may do?





2

Listening

Video



Now listen to Susan Williams describe her work as a human resources manager for an IT distribution company called Xcel Systems. Answer the questions below.

Audio



1. Which of the tasks in Exercise 1 does she mention?

.....

2. What does she enjoy about her work?

.....

.....

3. What does she dislike about her work?

.....

3

Useful expressions for talking about your job

Listen to the recording again and complete the sentences:

- My _____ include *recruiting new employees and organizing training for company staff.*
- It's also my _____ to *improve the company's working conditions.*
- I _____ my work *very interesting* mainly because I enjoy working with people.
- _____ I don't like so much is *when I have to deal with a difficult employee.*

Now complete the phrases below:

charge

most

part

quite

responsible

I'm _____ for ...

I'm in _____ of ...

What I like _____ about my work is ...

One task I don't _____ like is ...

The _____ I don't really like is ...

Rewrite sentences 1-4 above using these phrases.

4

Role play

Work in pairs. Describe your job to your partner using vocabulary from this lesson. Describe your responsibilities as well as what you like and dislike.





5

Talking point

Discuss any of the questions below.

1. What is the most difficult part of human resources?
2. How do you give honest feedback?
3. How important is the role of human resources?

